


# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Coastal Policy Analyst	CLASSIFICATION CODE: 02510800
	SALARY RANGE: GR132 \$53863-\$60974	REFERENCE POSITION NO.: 2897-50200-00043
	Department or Agency Name Coastal Resources	APPLICATION PERIOD: 9-22-06-10-3-06
	Division/Section/Unit Management Council	3-DAY GRACE PERIOD
	Assignment(s) / Comments	
	Shift and Days: 8:30a.m. - 4:00 p.m. M-F	Job Location: Wakefield
	Restrictions/Limitations: Temporary-Federally Funded	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is ____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
General Information to Candidate	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	<b>DUTIES / RESPONSIBILITIES:</b> Responsible for independently performing a full range of tasks in the technical review and analysis of environmental program data and issues within the field of coastal zone management as it relates to the implementation of the RICRMP, developing recommendations for courses of action and assisting in the development of new policies, regulations, plans, legislation and project management. Demonstrated ability to take initiative, prioritize tasks, provide leadership, develop and evaluate work strategies and manage multiple projects to completion within a work plan format and in a timely and efficient manner. Demonstrated writing skills, including project analysis and report writing, speech and letter preparation. Ability to successfully build a cooperative and consensus-based work environment, both internally and externally, with co-workers and project partners and interested parties.	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> <b>Education:</b> Such as may have been gained through: Graduation from a college with a Master's Degree with a recognized standing with a degree in one of the Natural Resources, with a marine specialization; marine environmental or coastal geology sciences, or in a closely related field and; <b>Experience:</b> Such as may have been gained through employment in a position involving the performance of senior level professional work in the environmental field with an understanding of coastal processes. <b>Or</b> , any such combination of education and experience that would be equivalent to these requirements.	
	<b>Where to Apply</b> Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> Grover J. Fugate, Executive Director Coastal Resources Management Council 4808 Tower Hill Road Wakefield, RI 02879 <b>Telephone #:</b> 783-3370 <b>Fax #:</b> 782-4141 <b>TTY/TDD #:</b> 222-6800 (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER